



Student Advisory Board Member Summit November 9-10, 2011 Reimbursement Information

Hotel

- We have made all of the hotel arrangements for you and your chaperone at the Comfort Suites, 2089 East Custer Avenue.
- You will be sharing a room with one other board member of the same gender. You will find out who your roommate is during registration.
- Each chaperone will be placed in their own room.
- If you are traveling a longer distance and require an additional night's stay please email twhalen@mt.gov or call 406-444-5643. OPI will reimburse the district but prior approval is required.

Reimbursement Information

- Chaperones should contact the district clerk to discuss how to get reimbursed for meals and mileage.
- OPI will pay for all Helena hotels that have been pre arranged by us. The home district of each student(s) will be required to provide a chaperone to supervise student board members during non-meeting times. Districts will be reimbursed for the student(s) and chaperone(s) by the Office of Public Instruction for mileage, all meals not provided, and lodging, if an additional night's stay is required.
- OPI will reimburse the school district for meals that are not provided as part of the conference. State rates for meals are \$5.00 breakfast, \$6.00 lunch and \$12.00 dinner. The districts or individuals are responsible for costs of meals over state rates.
- Mileage will be reimbursed at \$0.55 per mile for up to 1 vehicle per school. Car pooling is encouraged.
- Please keep all of your receipts.
- We will not be able to provide reimbursement for substitute teachers.

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